Faculty Guidelines for Library Use

2000-2001 School Year

A. Scheduling Class Time in the Library

A flexible, open schedule provides access to the library when needed by individuals or classes. Class reservations take precedence over individual passes issued for research. Cooperative planning between the librarian and the classroom teacher is necessary so the library can facilitate the teachers' objectives and determine the most appropriate resources and activities to be used.

- A minimum of one-week advance for reservations is recommended.
- Please use the green *Research Assignment Sheet* to reserve the library. These sheets help me in organizing resources for your classes, as well as making decisions about the types of materials to order for further collection development.
- It would be helpful to see copies of the assignment sheets you provide to your students along with due dates and project requirements.

B. Assigning Class Projects Requiring Library Materials

- Check with the library **before** assigning projects to ensure that our collection will be able to support the assignment requirements.
- A bibliography of our library's holdings on any given topic can easily be printed from our online catalog.
- Consider placing materials on reserve to provide everyone with equal access to limited resources.

C. Library Access

- The library opens at 7:10 A.M. and closes at 2:30 P.M. each day.
- Students receive their research passes by signing up in the morning following their arrival. Library passes will be issued only for research.
- **A request to study hall teachers:** Please inform your study hall at the outset that students must sign up for library passes in the morning. **They will not be allowed to go to the library during study hall to ask** for a pass. Your support and cooperation in this area would be appreciated.
- Homework not requiring library resources is to be done in study hall.
- Internet access is provided in the library solely to support our academic curriculum.

D. Library Resources

- Books: We have none at this time ! Our collection should arrive in two weeks.
- Interlibrary Loan: We have been accepted into the consortium of libraries across the Commonwealth and we are now a borrowing member of ACCESS PENNSYLVANIA which provides access to over 23,000,000 resources.
- Periodicals: The library subscribes to 30 periodicals and our local newspaper.
- Online Services: We have access to a wide range of online services including, bigchalk.com (which now includes Electric Library Classic and ProQuest), SIRS, Grolier Online, Gales Student Resource Center and World's Best Poetry.
- ACCESS PA POWER Library: We participate in a state-sponsered program to receive free access to fee-based online periodical and reference sources. These databases include close to 2,000 full-text periodical titles, a newspaper file, an encyclopedia, and an archive of over half a million current and historical photographs.
- Internet Access: The library provides high speed Internet access to all faculty and students who have been trained by district personnel and hold a current district internet account.